Office of Planning & Priorities and Executive Council Office

2014-2015
Joint Statement of Mandate

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A. Message from the Minister

I am pleased to present the Statement of Mandate for the 2014-2015 fiscal year for the Office of Planning and Priorities and the Executive Council Office.

The Office of Planning and Priorities focuses planning and the development and alignment of priorities of government with the government's plans and provides on-going policy advice. The Executive Council Office acts as secretariat to Executive Council and provides advice regarding governance of and appointments to agencies, boards and commissions. Together, the Offices manage the province's corporate planning, priorities and policy decisions to ensure they are communicated and administered in a professional and accountable manner.

The Honourable Stephen McNeil, Premier of Nova Scotia, President of the Executive Council, and Minister of Planning and Priorities

B. Vision

Public policy excellence to promote the sustainable social, economic and fiscal prosperity of Nova Scotia.

C. Mission

To support the Premier and Executive Council in strategic planning and the direction and coordination of government priorities through corporate leadership in strategic policy formulation and policy capacity development, and corporate decision support and communication.

D. Corporate Mandate

The Offices execute their corporate mandate by providing strategic planning and policy advice to the Executive Council, and its committees, to ensure decisions are consistent with government's plans and priorities and that commitments of the government are communicated effectively.

E. Strategic Outcomes

The Offices have three strategic outcomes:

1. Fully supported Executive Council and committees
2. Leadership to advance the development of planning and policy capacity and horizontal government
3. Effective corporate administration and governance

F. Government Priorities

The six priorities of the government are:

1. Consumer-focused energy solutions including a regulated, competitive energy market
2. Prosperous businesses of all sizes – creating jobs across the province
3. Responsible fiscal management
4. Investing in student success with a renewed and strengthened education system
5. Accessible, responsive healthcare
6. Helping all Nova Scotians meet their fullest potential by supporting vulnerable communities – seniors, disabled

Government will build its 2014-2015 plans in line with these six priorities. The Offices will work with departments to coordinate overall government activities to efficiently and effectively achieve the government priorities.

Government priorities guide and inform all government policy development. However, these priorities are not the sole focus of government efforts as many initiatives related to other priorities are also underway.

F. Performance Measures

See Appendix 1 for the calculation and explanation of performance measures

The ultimate outcome for the Office of Planning and Priorities and the Executive Council Office is the realization of government's priorities by providing policy support and analysis to the Executive Council and its committees.

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
Strategic Outcome 1: Fully supported Executive Council and committees				
Provision of relevant timely information, advice, analysis and coordination to support sound decisions by the Executive Council and its Committees	Satisfaction levels of departments as determined by a targeted client survey by Fall 2014	Baseline data from the 2012-13 survey	Achieve, maintain or improve upon a high satisfaction score of 75%. The measure is based on aggregating the responses in the Strongly Agree and Somewhat Agree categories.	Provide effective and efficient support to Executive Council and its Committees through preparation of timely, thorough and effective analysis, advice and decision support. Identify potential opportunities to improve information and documentation processes for greater effectiveness and efficiency in submission process and content. Communicate decisions of Executive Council and its Committees in a timely manner Review and analyze client survey results for improvements and enhancements

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
Strategic Outcome 2: Leadership to advance the development of planning and policy capacity and horizontal government				
Stronger planning, policy capacity and better cross departmental collaboration	Increase in policy capacity Congruence of departmental directions with corporate priorities Departmental survey also circulated to Senior Policy Leaders and key Premier's Office Staff	Baseline data from the 2012-13 survey	Improve the average score from 2012-13 data (survey) by 10%	Lead the development of government's plan arising from the report of the Nova Scotia Commission on Building our New Economy entitled ***Now or never: An Urgent Call to Action for Nova Scotians.*** Lead the development and implementation of government priorities Coordinate planning and the development of policy agendas across departments and strategic planning Support for departmental policy leaders Communicate government's policy priorities to departments and agencies Facilitate major policy initiatives of government Support excellence and innovation in public engagement across government Build internal capacity to create and strengthen connections between NS provincial departments and agencies

OUTCOMES	MEASURE	DATA	TARGETS	ACTIVITIES to achieve target
Strategic Outcome 3: Effective corporate governance and administration				
Effective and efficient corporate administration and governance	Perceived quality of service, communication and guidance A targeted departmental survey by Fall 2014 to measure perceived service quality and guidance.	Baseline data from the 2012-13 survey	Improve the average score from 2012-13 data (survey) by 3%	Ensure effective tracking and timely and clear communication of the decisions and directions of Executive Council and its Committees Provide effective policy development and guidance on governance requirements Ensure corporate functions and services are well planned, serviced and functional Monitor and modify e-Cabinet process Enhance and deploy central guidance mechanisms such as the corporate administrative manuals

G. Budget Context

The Offices - Estimated Budget Expenditures			
	Estimates 2013-2014	Forecast 2013-2014	Estimates 2014-2015
Total - Gross Current ($000's)			
Office of Planning & Priorities	2,571	2,026	2,550
Executive Council Office	2,320	2,285	2,299
Total	4,891	4,311	4,849
Salaries and Benefits ($000's)			
Office of Planning & Priorities	2,154	1,798	2,211
Executive Council Office	1,778	1,861	1,627
Total	3,932	3,659	3,838
Funded Staff (FTEs)			
Office of Planning & Priorities	19.0	14.8	19.0
Executive Council Office	19.0	18.9	18.0
Total	38.0	33.7	37.0

APPENDIX 1
Explanation and Calculation of Performance Measures

The Offices measure performance jointly with respect to the three Core Business Areas through targeted client survey and feedback mechanisms. The survey is targeted to clients best situated to assess the effectiveness of the particular Core Business Area performance. It is important to note that the survey will address the effectiveness and quality of service and delivery not necessarily whether clients were appreciative of the decisions or results. The survey should be completed before March 1, 2015.

A range of questions will be used to measure the qualitative side of performance. However, many of the survey questions will typically offer a continuum of responses:

1 Strongly Disagree
2 Disagree
3 Neutral
4 Agree
5 Strongly Agree
6 Not applicable or No experience with which to comment

Responses in the sixth category, "not applicable" are excluded from the results measures.